ROUTING AND RECORD SHEET

INSTRUCTIONS

FROM

OFFICIAL DISPATCH

VIA: __AIR__
SPECIFY AIR OR SEA POUCH

DISPATCH NO.: *MQW~A-22*

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DATE: 30 December 1948

TO   : ⊏   ⊐

FROM : ⊏   ⊐

SUBJECT: Establishment of Communications Procedure and Personnel.

REF   : KARL 2982

    1.   Reference is made to the above mentioned cable requesting that ⊏   ⊐ be cleared by the home office for communications training in the field as a code clerk.

    2.   The basic reasons for this recommendation are as follows:

    a.   According to the instructions given me in connection with the Educator and Edict Projects, it is desired by the home office that we establish our own code cipher for cable communications between our field headquarters and the home office in order to confine messages to channels within our own organization. Since my return to this station, several cases have arisen in which it would have been most desirable to use our own cipher in communicating with the home office. An example of this is the Danton case, in which, because of the unavailability of our own cipher, we were compelled to improvise a safe means of communication with you. Therefore, if we are to control properly our own traffic, as contemplated in my present instructions, it will be necessary to establish our own cipher and to obtain the services of the necessary trained communications personnel.

    b.   With regard to the matter of personnel, regardless of where field headquarters for Educator and Edict are established, it is believed that we will require at least one code clerk. This clerk should also be capable of performing administrative clerical work and preferably should be a proficient typist. We

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cannot accurately estimate at this time our eventual traffic volume. Initially, the volume of course will be limited, in which case the code clerk can perform other duties of an administrative nature. In any case, we can anticipate that a trained code clerk will be needed by not later than 1 April.

c. It is believed that ⌐   ⌐ can temporarily serve as a code clerk in addition to administrative assistant to me. However, this will be a burdensome arrangement and it should not be continued for more than several months. I anticipate that my own secretarial work and administrative duties related to my position as Project Chief will gradually increase as the program moves forward and I am certain that, regardless of her own willingness to undertake a double assignment, Nestor will be unable for long to keep abreast of these various duties.

3. For your information, our present arrangement for receiving and sending cable traffic is very unsatisfactory. Our outgoing cables must be taken by some member of our staff to Heidelberg, EUCOM Headquarters, for transmission to Karlsruhe, from which point the cable is then relayed to the home office. Our incoming cables from the home office are received at Karlsruhe, decoded there and then sent by courier to Heidelberg where they are picked up by us. This is obviously a very slow and time consuming procedure and in order to keep our cable traffic moving, staff members of our unit, including myself, have frequently been obliged to act as couriers. It is hoped that this cumbersome situation will be completely remedied when we relocate our field headquarters at a new site which is yet undetermined.

4. We are now awaiting clearance on ⌐   ⌐ who, if approved for communications training, will be trained by communications personnel assigned to Karlsruhe.

5. Kindly advise me as soon as possible what steps are being taken to assign to us a code clerk-administrative assistant and when we can expect arrival at this station. This position was not specifically included in the T.O. which I submitted prior to my departure, but it was agreed that the T.O. could be opened up to include this position if circumstances warranted it.